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Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

FROM : Deputy Chief, Administrative Services

SUBJECT: Increase in Reproduction T/O

DATE: 17 April 1951

1. The Director and the Deputy Director (Administration) have approved the procurement of letterpress and large offset printing machines and equipment in order that CIA can perform its own printing services. The approval of the Joint Committee on Printing in Congress has also been obtained by the former Deputy Director (Administration) (Mr. McConnell). Therefore, personnel are required to perform this work.

25X1 2. The Government Printing Office is utilizing approximately [] employees in the production of CIA, AEC, and Department of State work. CIA requirements are about [] of the productive capacity of the GPO plant. On this basis, it would require [] to produce CIA work. However, it has been estimated that [] as requested on the attached proposed T/O will be adequate for this purpose in the more efficient CIA plant.

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25X1 3. From a budgetary standpoint, I understand that approximately [] has been budgeted for the NIS program, which can be transferred from the ORR 06 account to the Reproduction 01 and 08 accounts so that there will not be any increase in funds required. As a matter of fact, there would be a substantial saving of at least 10 per cent in addition to the personnel savings indicated above, which is now being paid to GPO as overhead based on their labor and material costs.

4. In view of the above, it would be appreciated if prompt action could be taken on the approval of this proposed increase in the T/O.



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